

Local Source Water Grant: Quarterly Progress Report Form

The Local Source Water Grant Process Report Form must be completed by grant recipients four times annually (each three month time period), beginning with the first full three month quarter after grant approval by the Governor & Council. Forms may be completed by subcontractors.

Gant ID# (SW-XXX)	
Name of Project	
Contact Person	
Contact Phone Number	
Organization Name and Address	
Date Form Completed	

Check the quarter this report represents. (Select One)

Jan- Mar

Apr - Jun

Jul - Sep

Oct - Dec

Extended

1. Check "Yes" if the project is on schedule to be completed within the timeframe as stated in the grant agreement or amended through the Governor & Council? If not, please explain why. Yes

2. Please list the project tasks by number as identified in the approved scope of work that have been worked on or completed since the previous quarterly report, and briefly describe the progress made during the quarter.

**3. Do you anticipate any changes to the scope of work or set of deliverables?
If Yes, please explain.**

4. Do you expect to request an extension for this grant? All work must be completed and submitted to DES prior to the completion date noted in the G&C approved contract or an extension is required. If you expect to file for an extension, please notify DES at least three months in advance of your current completion date.

☐ Yes, I expect to
request an
extension

☐ No, I do not expect
to request an
extension

5. Name & Title of Person Completing Progress Report (if different from Contact Person)

6. Comments / Remarks



**Water Supply Engineering Bureau
Source Water Protection Program
P.O. Box 95
29 Hazen Drive
Concord, NH 03302-0095**

**Email this report and/or summary reports required in your scope of work
to the appropriate DES staff contact for the grant.**